



Job Title: Preschool Director

Reports to: Superintendent

Principal Dept./School: Preschool

Type of position: Full-time, exempt position paid on a salaried basis

Primary Purpose: To provide academic and spiritual leadership for students from a prayerful, Christian worldview. Focuses primarily on serving each individual student and ensuring that students meet academic standards and MCA's expected student outcomes. Consults with parents and administrators as an advocate for each student.

Qualifications:

- Bachelor's degree in Education: Early Childhood/Child Development, or a related field is preferred
- Must hold a current Ohio Teaching License in early childhood education or administration
- Experience in early childhood education leadership or administration is preferred
- Strong understanding of child development principles and best practices
- Demonstrated commitment to Christian values
- Excellent communication, interpersonal, and organizational skills
- Ability to build and maintain positive relationships with staff and parents

Major Responsibilities and Duties:

Spiritual Formation:

- Seeks to model in speech, actions, and attitudes, a consistent daily walk with Jesus Christ.
- Shows by example the importance of prayer and unity for Christ-followers
- Follows the Matthew 18 principle in dealing with students, parents, administration, and staff

Program Leadership:

- Manage Preschool, Academy Learning Center, Before/After School, and Summer Programs
- Manage the preschool's day-to-day operations, including curriculum development and activity scheduling
- Hire, train, and retain qualified teachers and childcare staff
- Ensure compliance with all state licensing regulations and accreditation standards
- Supervise and mentor teachers and aides, providing ongoing professional development and performance evaluations
- Implement best practices in early childhood education, focusing on Christian values and character development
- Create and manage a Summer Camp program for PK-5th grades
- Manage before and after school care for PK-5th grades
- Foster a positive and collaborative work environment, promoting teamwork and communication
- Address staff concerns and ensure all staff uphold MCA's mission and values

Community Relations:

- Build strong relationships with preschool families, fostering open communication and trust
- Organize events and activities that promote preschool family involvement in the community
- Provide opportunities for children to grow in their faith through prayer, Bible stories, and service activities
- Willingness and desire to maintain excellent communication with parents, build interactive relationships, and address family needs within the parameters of the MCA mission
- Willingness to participate in school-based committees, in a cooperative effort with other faculty and staff
- Attends and supports school-sponsored student activities, and periodic parent partnership events

Professional:

- Utilizes educational opportunities and evaluation processes for the professional growth of staff
- Displays a teachable spirit
- Attends and participates in scheduled devotional and professional development sessions
- Conducts faculty meetings
- Knows and implements the procedures for dealing with issues of an emergency nature
- Contribute to the general improvement of the school program

Personal:

- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
- Meets everyday stress with emotional stability, objectivity, and optimism
- Exercises friendliness and consideration, treating each student impartially
- Uses acceptable English in written and oral communication and speaks with clear articulation

Ethics of Confidentiality:

MCA seeks to protect the privacy of the family. Often the teacher is with the student more hours in the day than the parent. The hours together and the relationships that develop can often cause the student to reveal confidences about himself or herself personally or about home life and lifestyle situations. It is incumbent of that teacher to respect those confidences and to use them in counseling and guiding the student. Do not share these items with your associates or gossip about them to anyone. Student records and grades are items to be discussed at school only for the purpose of helping the student. Because MCA is in a Christian environment, people will reveal confidences to staff. Respect for these confidences between teacher and parent, and teacher and teacher, must be maintained.

Personal issues of the teacher should not be discussed in the classrooms. In terms of our school public relations, it is important that the teacher not discuss MCA in a negative way with others.